

Agenda Report

September 19, 2022

TO: Honorable Mayor and City Council

FROM: Parks, Recreation and Community Service Department

SUBJECT: PURCHASE ORDER CONTRACT AWARD TO UNITED SITE SERVICES OF CALIFORNIA INC FOR TEMPORARY FENCE RENTAL

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301, Existing Facilities; and
2. Accept the bid dated July 13, 2022, submitted by United Site Services of California Inc. in response to specifications for temporary fence rental; and authorize the City Manager to enter into a purchase order contract with United Site Services of California Inc. for a three year term, with an annual not to exceed amount of \$48,215 and a grand total not to exceed amount of \$144,644, over the three year term. In addition, it is requested that the City Council approve two, optional one-year extensions in the annual amount of \$48,215, each, to be exercised in the sole discretion of the City Manager, for a grand total not to exceed amount of \$241,075 over the maximum five year term of the contract if all extensions are granted.

BACKGROUND:

The Parks, Recreation, and Community Services Department (PRCS) uses temporary fencing for various tasks such as: securing park areas during New Year's events; cordoning off sites impacted by natural disasters such as windstorms; and securing athletic fields when performing turf renovations while the turf establishes.

On June 22, 2022, PRCS issued a Notice Inviting Bids for temporary fence rental, via PlanetBids and published the Notice in the *Pasadena Journal* and *Pasadena Independent*. A total of 213 vendors received the notice and 11 downloaded the formal bid specifications. On July 13, 2022, one vendor submitted a bid. The lone vendor is not located in Pasadena.

The bid result is as follows:

Bidder	Location	Annual Amount
United Site Services of California Inc.	El Monte, CA	\$48,215

The bid proposal was based on the rental and installation of 8,000 linear feet of chain link fence, the rental of a 450-panel fence with a stand, and pricing for 24-hour emergency rental requests. In the last five years, PRCS spent approximately \$73,000 on temporary fence rentals. This cost also included temporary fencing to secure park playgrounds when required during the early days of the COVID-19 pandemic.

As the responsive and responsible bidder, PRCS recommends awarding this purchase order contract to United Site Services of California Inc. for a three year period in amount not to exceed \$144,645 with two, one-year optional renewals at \$48,215 each for a possible five year grand total of \$241,075.

COUNCIL POLICY CONSIDERATION:

This action is consistent with the City Council’s goals to improve, maintain, and enhance public facilities and infrastructure, and to support and promote the quality of life and local economy.

ENVIRONMENTAL ANALYSIS:

This action is exempt from Environmental Quality Act (“CEQA”) pursuant to State CEQA Guidelines Section 15301, Existing Facilities applies only to projects which have the potential for causing a significant effect on the environment.

FISCAL IMPACT:


The maximum cost of this action will be \$241,075 if all options are exercised. Funding for this action will be addressed by the utilization of existing budget appropriations in the PRCS Operating Budget (10118071-811400).

Respectfully submitted,



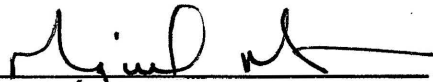
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Parks, Recreation & Community Services

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